

PURCHASING AGENT

DEFINITION

Under general direction, organizes, plans, and supervises the City's procurement activities and business licensing program; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job function for this class.

1. Coordinates the purchase, lease, and/or procurement of necessary materials, equipment, supplies, and service; consults with City personnel on matters related to purchasing procedures and specifications; reviews and evaluates requisitions to determine cost savings alternatives; researches and investigates supply sources.
2. Maintains current files on trade names, sources and supply, supplier catalogs, price scheduling, and service agreements; contacts and/or meets with vendors and suppliers; obtains verbal and written price quotation and information concerning product specifications, quality and availability; compares quotations and selects the most competitive supplier; negotiates prices.
3. Arranges advertisements for competitive bidding items; prepares instruction and specification; compares quotations and recommends lowest bidder satisfying quantity and quality specifications; advises the Council on major bid awards; ensures quality and quantity of materials and that the supplies ordered meet City specifications.
4. Plans, organizes, and coordinates sale or other disposal of surplus City property.
5. Acts as information source to the business community regarding business licensing requirements; supervises the issuance of licenses; investigates reported infractions of business license ordinances.
6. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in business or public administration, accounting economic, applied science or a related field or professional certification awarded by the American Purchasing Society, Inc. or Institute of

Governmental Purchasing, Inc; three year of experience in governmental or commercial purchasing and accounting or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles, methods, and procedures associates with the purchasing of supplies, materials, and equipment; governmental bookkeeping and accounting systems; materials, supplies, materials, and equipment commonly used by a local public agency; business licensing practices; principles and practices of supervision.

Ability to:

Prepare specifications and review and analyze bids; evaluate items to be purchased for quality, price and compliance with specifications; communicate effectively both verbally and in writing; supervise and train subordinate personnel; establish and maintain effective working relationships with superiors, peers, subordinates, vendors, suppliers, and the general public; identify and resolve situations within established policy; meet deadlines; work independently; understand and follow verbal and written directions; deal with conflict and develop effective resolutions.

Special Requirements

Possession of or ability to obtain and maintain a valid California Drivers' License.

Physical Demands

Strength, dexterity, coordination and vision to use keyboard and computer for long periods of time; dexterity and coordination to handle files; occasional lifting of objects weighing up to 25 lbs.; moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Daily use of a computer; periodic contact with angry and upset individuals.

Date Adopted: August 6, 1996